



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER
2310 CRAVEN ST.
BOX 368147
SAN DIEGO, CALIFORNIA 92136-5596

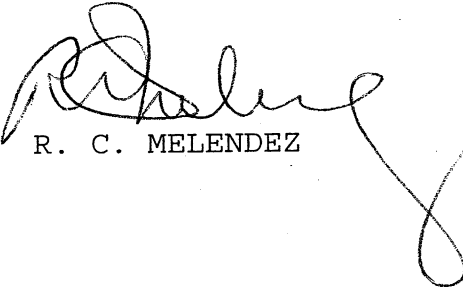
NAVDENCENS DIEGO INST 5530.1E CH-1
013
29 OCT 1996

NAVDENCEN SAN DIEGO INSTRUCTION 5530.1E CH-1

Subj: PHYSICAL SECURITY AND LOSS PREVENTION MANUAL

Encl: (1) Appendix IV

1. Purpose. To replace Appendix IV and Appendix V of the basic instruction.
2. Action. Replace old Appendix IV and V with new Appendix IV.
3. Annotate CH-1 in the upper right hand corner of the basic instruction, date, and file.


R. C. MELENDEZ

Dist:

List 1, Case 1, 2

KEY CONTROL LOG

Location: _____

[illegible]



DEPARTMENT OF THE NAVY

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BOX 368147

SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENS DIEGO INST 5530.1E

013

29 MAR 1996

NAVDENCEN SAN DIEGO INSTRUCTION 5530.1E

Subj: PHYSICAL SECURITY AND LOSS PREVENTION MANUAL

Ref: (a) OPNAVINST 5530.14B
(b) NAVDENCENS DIEGO INST 5540.2B
(c) NAVDENCENS DIEGO INST 6700.1D
(d) SECNAVINST 5500.4G

Encl: (1) Naval Dental Center, San Diego Physical Security and Loss Prevention Program

1. Purpose. To establish policy and provide guidance for implementing and conducting a comprehensive Physical Security and Loss Prevention Program at the Naval Dental Center, San Diego in accordance with references (a) through (d).

2. Cancellation. NAVDENCENS DIEGO INST 5530.1D.

3. Scope. The Naval Dental Center, San Diego Physical Security and Loss Prevention Plan contained in enclosure (1) provides guidelines and procedures for implementing physical security measures at command headquarters and branch dental clinics in support of host command physical security and loss prevention plans. The plan defines specific actions required to safeguard personnel, prevent unauthorized access to equipment, facility, material and documents, and to protect them against espionage, sabotage, theft, or other unlawful acts.

4. Responsibility. Physical security and loss prevention is the direct, immediate, legal and moral responsibility of all personnel assigned to or employed by the Naval Dental Center, San Diego.

a. The Commanding Officer is responsible for the Physical security of personnel, property, and material under his command.

b. The Head, Operating Management Department is assigned the collateral duty of Security Officer and is responsible for overseeing the planning, implementation, enforcement, and supervision of the physical security and loss prevention program elements outlined in enclosure (1).



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5. Action. All clinic directors and department heads shall implement and ensure compliance with this instruction within their respective areas of responsibility. Each director shall designate in writing a branch clinic Physical Security Representative (PSR) who shall be responsible for ensuring that physical security is maintained at the branch clinic level and that losses to the government are prevented through constant vigilance and adherence to the requirements of this instruction.



R. C. MELENDEZ

Dist:

List 1, Case 1, 3

PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM
NAVAL DENTAL CENTER, SAN DIEGO

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CHAPTER ONE

INTRODUCTION

1. References. Appendix I of reference (a) lists the basic references for this physical security and loss prevention plan. Applicable instructions will be cited in pertinent sections of this enclosure.

2. Definitions. The definitions listed in Chapter I of reference (a) are applicable to this instruction. Pertinent definitions are listed below:

a. Physical Security and Loss Prevention. A part of the overall security program at the activity which includes instructions, procedures, plans, policies, agreements, systems, and resources committed and designed to safeguard personnel, protect property and prevent loss.

(1) The physical security portion of the program is concerned with the means and measures designed to safeguard personnel and protect property by preventing, detecting, and confronting acts of unauthorized access, espionage, sabotage, wrongful destruction, malicious damage, theft pilferage, and other acts that would reduce to some degree the capability of the activity to perform its mission.

(2) Loss prevention is particularly concerned with preventing loss of supplies, tools, equipment or other materials in use, storage, transit, and during the issue process. Concern is focused not only on the threat of criminal activity and acts of wrongdoing by forces external to the organizational unit, it is also specifically directed toward internal causes: theft and pilferage by those who have authorized access, inattention to physical security practices and procedures, and disregard of property controls and accountability.

b. Sabotage. An act or acts with intent to injure, interfere with, or obstruct the national defense of a country by willfully injuring or destroying or attempting to injure or destroy any national defense or war material, premises or utilities, to include human and natural resources.

c. Espionage. Acts directed toward the acquisition of information through clandestine operations.

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d. Theft. A common name for larceny and pilferage. It is the taking of property without the owner's consent with intent to deprive the owner of the value of same, and to appropriate it for use or benefit of the person taking. Under the Uniform Code of Military justice, larceny is taking with intent to permanently deprive the owner whereas wrongful appropriation is taking with intent to temporarily deprive the owner.

e. Pilferage. Petty larceny; stealing of small items, generally stored goods.

f. Physical Security Survey. An examination of the Physical Security and Loss Prevention Program of an activity to determine compliance with physical security policies.

3. The Security Problem. The security problem is influenced by the mission of the activity, the type and jurisdiction of the property, the location and size of the activity, the topography of the area, the economic and political atmosphere, and numerous other factors.

4. Security Officer. The basic function of the Security Officer is to assist the Commanding Officer in determining the adequacy of the command Physical Security and Loss Prevention Program, in identifying to the Commanding Officer those areas in which improvements can be made, and in managing the program. The Security Officer shall:

a. Be designated in writing by the Commanding Officer and be identified by name to all members of the command who are assigned primary and collateral security duties. The Security Officer shall report to the Commanding Officer via the Executive Officer in the performance of his duties.

b. Be provided the resources, staff assistance, and authority to carry out an effective Physical Security and Loss Prevention Program.

c. Manage, implement, and direct the command's Physical Security and Loss Prevention Program.

d. Determine the adequacy of the command's Physical Security and Loss Prevention Program, identify those areas in which

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improved physical security and loss prevention are required, and provide recommendations for such improvements to the Commanding Officer.

e. Develop, prepare, and maintain a current command physical security plan as required by reference (a).

f. Develop, publish, and maintain physical security instructions.

g. Ensure physical security surveys are conducted annually or sooner as directed by reference (a).

h. Provide assistance on physical security matters and maintain liaison with the Naval Station, San Diego and other host commands on physical security interests.

i. Attend the host/tenant Physical Security Review Board (PSRB) meetings.

j. Serve as the chairperson and be responsible for minutes and records of the command Physical Security Review Committee.

k. Obtain an annual threat assessment from the Naval Criminal Investigative Service (NCIS), and use this assessment, as applicable in maintaining the command's Physical Security and Loss Prevention Program.

l. Ensure letters of designation of branch dental clinic PSRS are maintained on file.

5. The Security Force. The security force constitutes one of the most important elements of an activity's physical security program. The security force consists of designated persons specifically organized, trained, and equipped to provide physical security and law enforcement for the command. For the Naval Dental Center, San Diego including the branch dental clinics, the security force is provided for by the host commands.

6. The Security Manager. The Security Manager's function differs from that of the Security Officer's. The Security Manager is the Commanding Officer's advisor and direct representative in matters pertaining to security of classified materials.

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7. Physical Security Review Committee (PSRC). The Commanding Officer shall designate in writing a Physical Security Review Committee which shall advise and assist in applying the standards of and implementing the program of physical security and loss prevention as set forth in this plan.

a. The Composition of the PSRC shall consist of the following:

- (1) Security Officer (Chairperson)
- (2) Chief Master-at-Arms
- (3) Head Fiscal Department
- (4) Material Management Department
- (5) Head, Personnel Administration Department
- (6) Branch Dental Clinic Physical Security Representatives (PSR)

b. The committee shall:

(1) Assist in determining requirements for and evaluating security afforded to specific areas within the command.

(2) Advise on establishing security areas as needed.

(3) Review the command's Physical Security and Loss Prevention Plan periodically and recommend changes and revisions thereto as needed.

(4) Review reports of significant losses, and breaches of security, and based on analysis of such instances, recommend improvements to the command Physical Security and Loss Prevention Plan.

(5) Shall evaluate and coordinate compliance with the Physical Security Review Board annual plan.

c. The committee members or their representatives shall meet quarterly as scheduled by the Security Officer. Minutes of the meetings shall be made a matter of record and such records shall be maintained until completion of the cognizant Inspector General command inspection cycle or three (3) years, whichever is greater.

8. Loss Prevention Subcommittee. The same membership of the PSRC shall comprise the Loss Prevention Subcommittee (LPS). The LPS shall review and tabulate losses and corrective actions taken or pending. LPS meeting summaries shall be appended to the PSRC minutes.

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9. Physical Security and Loss Prevention Program Elements. The Naval Dental Center San Diego Physical Security and Loss Prevention Program is comprised of the following elements:

- a. Perimeter and Area Protection and Control
- b. Loss prevention Plan
- c. Missing, Lost, Stolen, Recovered (MLSR) Property Reporting
- d. Lock and Key Control Program
- e. Bomb Threats and Bomb Incidents
- f. Procedures in Case of Fire
- g. Clinic Evacuation Plan
- h. Threat Conditions and Security Measures
- i. Material Control
- j. Security Education and Training

CHAPTER TWO

PERIMETER AND AREA PROTECTION AND CONTROL

1. General. Installation or perimeter and area protective controls are the first steps in providing actual protection against security hazards. These controls are obtained through the use of protective barriers and other security measures which are intended to define the installation, activity or area boundaries in order to channel personnel and vehicular access. The Commanding Officers of the host activities for the Naval Dental Center and the outlying branch dental clinics establish and provide security measures for perimeter and area protection for their respective commands.

2. Area Designation. Different areas and tasks require different degrees of security interest depending upon their purpose, nature of the work performed within, and information and/or materials concerned. Areas are designated as either restricted or nonrestricted. Restricted areas are established to safeguard classified information, because of mission sensitivity, or to protect arms, ammunition, explosives, funds, drugs, or other sensitive or critical assets and other items having high likelihood of theft. A nonrestricted area is an area where access is either minimally controlled or uncontrolled.

3. Naval Dental Center Limited or Controlled Access Spaces. The Naval Dental Center and its branches are considered by large, nonrestricted areas where members of the Armed Forces, their dependents, as well as retired and other personnel and their families are permitted access. However, there are areas of consideration to which access should be limited to authorized personnel only.

a. Examples may include:

- (1) Commanding Officer's Suite
- (2) All Branch Dental Clinic Director's Offices
- (3) All Branch Dental Clinic Laboratories
- (4) Management Information Department
- (5) Supply Warehouse
- (6) Equipment Maintenance and Repair shops

4. Security Measures

a. The following security measures are required for access control, building security and protection:

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(1) Naval Dental Center assigned buildings and spaces shall be secured at the close of the normal workday and at anytime when not occupied by assigned personnel.

(2) Personnel assigned to work in limited-access or controlled-access spaces shall ensure that all means of access to these areas are secured and locked at the end of the work day.

(3) External doors (doors that open directly to the outside of a building) shall remain locked at all times after normal working hours.

(4) Periodic internal and external security rounds shall be made by duty section personnel and documented in the command or clinic log.

(5) Security rounds will be performed by the duty section every two hours or more often as needed. Round should be staggered, so as to avoid predictability in the routine. Ensure that documentation is done on the Security Check-Off List, Appendix I, and the duty log.

(6) Duty section personnel shall ensure that access to clinical spaces after working hours is strictly controlled. Appropriate log entries shall be made when personnel enter the clinical spaces on weekends, holidays, and after working hours. These entries shall include the full name and rate/rank of the person allowed access, the spaces to be visited or entered, and the time of arrival and departure.

(7) Once a month, or as recommended by the manufacture, the duty section shall conduct a complete test of the Intrusion Detection System (IDS). Inspection and testing will be documented on the Intrusion Detection System Check-Off List, Appendix II, and submitted to the Head, Operating Management no later than the first working day of the next month.

(8) Outlying clinics shall perform their own security measures in addition to the applicable sections of this chapter.

CHAPTER THREE

LOSS PREVENTION PLAN

1. General. A vigorous Loss Prevention Program is essential at every naval command. Losses of material may prevent timely accomplishment of mission requirements and can cost millions of dollars annually. Losses must be minimized by the application of a comprehensive Loss Prevention Program consisting of loss analysis, proper use of available investigative resources continuing personnel loss prevention education, application of firm corrective measures, administrative personnel actions and pursuit of persecution, and other loss prevention measures as necessary.

2. Loss Prevention Plan. The Naval Dental Center, San Diego Loss Prevention Plan consists of the following:

a. Physical Inventory. The goal of physical inventory is to improve the accuracy of inventory control and asset information.

(1) The Head, Material Management Department shall ensure that all items of plant and minor property are properly marked and identified as government property. Complete equipment identification data shall be included in the inventory system. Custody signatures shall be obtained for any equipment or material issued.

(2) Inventory of all Naval Dental Center equipment as described in reference (b) shall be conducted annually under the direction and coordination of the Head, Material Management Department. A Master Inventory List shall be maintained and filed in Fiscal Department.

(3) Branch clinic directors and department heads shall conduct a turnover inventory with their designated relief and report results to the Head, Material Management Department. Other mid-level supervisor shall conduct a turnover inventory with their designated relief and report the results to their department head or branch director.

(4) Branch directors and department heads are responsible for controlling the utilization of resources within their clinics or departments. They are responsible for the control of supplies, especially expendable items such as tools and other high turnover items.

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b. Loss Prevention Equipment. Doors to supply rooms, storage rooms, offices, and other areas which contain high value, sensitive or pilferable property, supplies or office equipment shall be afforded with security protection commensurate with the value and/or sensitivity of the space's content.

c. Loss Analysis. To help identify trends and patterns of losses and gains, all incidents of missing, lost, stolen, or recovered property shall be reported and included in an ongoing program of analysis.

d. Investigative Resources. Investigative and police resources are provided upon request from the Naval Station, San Diego and the local office of the Naval Investigative Service. They can provide indepth investigations of all incidents where the possibility of a trend exists, and to determine whether substantial evidence exists for further action.

e. Loss Reporting Procedure. Guidelines and procedures for reporting missing, lost, stolen or recovered government property are discussed in Chapter Four.

3. Resource Utilization. The following control measures are prescribed for the efficient utilization of resources and to preclude abuse, misuse, and waste:

a. Consumable Supplies. Each clinic director or department head shall establish and routinely monitor the usage rate of consumable supplies. The Head, Material Management Department shall statistically monitor this usage rate and initiate action to correct any irregularities.

b. Utility Conservation. All personnel shall comply with the command energy conservation program and those conservation measures established by the host command of each branch dental clinic.

c. Preventive Maintenance of Equipment. Reference (c) provides the policies for preventive equipment maintenance which shall be adhered to in conjunction with this loss prevention plan.

d. Economical Procurement. The Material Management Department shall establish and implement economical and sound purchasing procedures to include cost analysis and comparisons, use of bulk purchasing, buying versus renting or leasing, and other cost reduction measures.

4. Administrative, Disciplinary, and Legal Procedures. The seriousness of the incident, the dollar value of the loss, detriment to mission accomplishment, and effect on national security interests shall determine the action to be taken against the negligent individual. Possible actions vary from a reprimand by an immediate supervisor to felony prosecution by the justice system.

a. Claims. Individuals accountable for government property shall be held legally responsible for negligent loss. In such a case, the local Naval Legal Service Office shall be contacted concerning procedures for conducting claims action.

b. Financial Responsibility. Recoupment action shall be undertaken against an individual in each case in which the individual's negligence or non-compliance with procedures or instructions results in missing, lost or stolen government property. This recoupment action is independent of and may be taken in conjunction with, or exclusive of, any formal disciplinary action, criminal procedure, or prosecution arising from the same event.

c. Discipline. Administrative personnel actions or action taken pursuant to the Uniform Code of Military Justice are exclusive of actions for recovering government losses through claims litigation. Additionally, civilian authorities may impose criminal sanctions in cases where such action is appropriate after analysis of applicable jurisdiction and other legal considerations.

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CHAPTER FOUR

REPORTING MISSING, LOST, STOLEN AND RECOVERED (MLSR)

GOVERNMENT PROPERTY

1. General. The reporting procedures for missing, lost, stolen or recovered (MLSR) government property are detailed in reference (d). The goal of the MLSR program is to determine where, when, and how Navy property is missing, lost, stolen, or recovered.

2. Policy

a. Loss of, damage to, or destruction of any government property shall be reported immediately to the clinic director or department head who shall notify the Security Officer of the report immediately. Appendix III shall be used to make a preliminary report.

b. Clinic directors and department heads shall investigate all losses of property to determine the detailed circumstances of the loss with particular attention to security deficiencies, persons responsible or accountable, reason to suspect theft or fraud, and appropriate corrective action.

c. Missing, lost, stolen or recovered government property valued over \$100, serialized items, and sensitive materials shall be reported as required by reference (d).

(1) A missing item is one that is not readily accounted for. A lost item is one that positively cannot be accounted for. A stolen item is one that is either missing or lost under circumstances indicating the possibility of criminal activity. A recovered item is a unit of material that is gained by inventory, found, recovered after previously being reported missing, lost or stolen or suspected to be the remainder of a loss due to theft or fraud.

(2) Serialized government property is any item of government property which has an individual serial number affixed to it by the manufacturer and/or the user.

d. The Security Officer is the command's focal point for MLSR reporting.

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e. In cases of MLSR incidents, efforts shall be made to establish whether the event involved negligence or non-compliance with established procedures or policies. The individual(s) responsible shall be determined whenever possible.

f. All MLSR reportable property incidents involving missing, lost, or stolen items, except stock inventory results where theft is not indicated, shall be reported to Naval Criminal Investigative Service for consideration.

CHAPTER FIVE

KEY AND LOCK CONTROL

1. General. The purpose of this chapter is to establish a key and lock control program on board the Naval Dental Center, San Diego. Keys, locks, padlocks, and other locking devices are used to regulate entrance, protect or secure restricted areas, activity perimeter, security facilities, critical assets, classified material, sensitive materials or supplies. At the Naval Dental Center, San Diego, keys, locks, and padlocks are generally used for unclassified administration or personal use, for privacy, or convenience and are not included in this program.

2. Responsibility

a. Branch Directors. Clinic directors are responsible for implementing the Key and Lock Control Program within their respective clinics.

b. Key Control Officer. The Security Officer is hereby designated as the Command Key Control Officer who shall be responsible for the operation and general function of the command Key and Lock Control Program. The Key Control Officer reports to the Commanding Officer via the Executive Officer on all matters of key and lock control and program organization. Additionally, an annual inspection of all issued keys of all branch clinics will be performed to ensure the proper implementation and administration of the command Key and Lock Control Program.

c. Key Custodian. Each clinic director shall appoint a clinic key custodian in writing and forward a copy of this appointing letter to the Key Control Officer. The key custodian is responsible to the Key Control Officer for the direction and implementation of the command's Key and Lock Control Program at the clinic level. Each custodian may have sub-custodians as operationally necessary to accomplish the mission and perform the following duties:

(1) Inventory of key logs and records issued to custodial and sub-custodians shall be completed quarterly. The record of this inventory shall be retained for **two years**.

(2) Maintain a key locker, key register and log, Appendix IV and V respectively.

(3) Disseminate command Education Program information and serve as point of contact for clinic personnel on key and lock problems

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(4) Assist with and carrying out command policy for key and lock control.

d. Central Key Room. Duplicate keys will be stored in a central key room. Access must be controlled and the space secured when not in use. Duplicate keys will be provided protection equivalent to the asset/area that original keys are used to secure.

e. Rotation and Maintenance. Security locks, padlocks and/or lock cores shall be rotated from one location to another within the same level of protection as needed. Rotation is accomplished to guard against the use of illegally duplicated keys and to afford the opportunity for regular maintenance to avoid lockouts or security violations due to malfunction because of dirt, corrosion, and wear.

f. Key Control. The central key space and key custodian must develop and maintain a system showing all keys on hand, all keys issued, to who, date and time all keys were issued and returned, and the signatures of persons drawing or returning a key. Security containers with a three-position combination lock may be used to provide protection of non-controlled departmental keys. **Continuous accountability of keys is required at all times.**

3. Policies

a. Keys shall be issued only on a need-to-have basis, convenience or status is not sufficient criteria for key issue.

b. All keys covered by this instruction shall be stored in the branch clinic key locker when not in use.

c. Personnel checking out a key shall sign the key control log maintained by the key custodian using Appendix V.

d. Duplicate keys, shall be stored in a secured place under the control of a key custodian.

e. Grand Master, sub-master and master system keys shall not be duplicated at any time for any reason without the prior written authorization of the Key Control Officer.

f. Department Heads will establish key and lock control procedures within their own departments but must conform to general guidelines provided herein.

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(1) Authorization levels

(a) Grand Master Key - CO, XO, Security Officer

(b) Master Key - Department Head, Duty Keys

(c) Sub-master - Designated Departmental Personnel.

g. Lost, misplaced, stolen, new or duplicate keys require the written approval of the security officer. The affected locks or cores shall be replaced as soon as possible when necessary.

h. All key boxes will be locked and sealed with a white adhesive label. When an appointed key custodian assumes collateral responsibility of an inventoried key box he shall sign and date the unbroken label. When this responsibility is transferred to someone else, an unbroken seal is evidence that the keys have not been disturbed. However, if the white label is broken, an inventory of all keys kept in the key box will be conducted and the security officer notified immediately.

i. Keys and locks will be delivered only to the key custodian or to the individual recipient if the custodian is present.

j. To ensure positive controls of keys:

(1) All recipients must sign for any key upon delivery in the presence of the proper issuing key custodian.

(2) The loss of any key will be reported promptly to the security officer.

4. Security of Selected Inventory Items - Drugs, Drug Abuse Items and Precious Metals.

a. The following definitions describe sensitive items:

(1) Selected Sensitive Inventory Items. Those items security coded "Q" or "R" in the Defense Integrated Data System (DIDS) that are controlled substance, drug abuse items or precious metals.

(2) Coded "Q" Items. Drug or other controlled substances designated as schedule III, IV or items, per 21 Code of Federal Regulations, part 1308 (Appendix X).

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(3) Code "R" Items. Precious metals and drugs or other controlled substances designated as Schedule I or II item per 21 Code of Federal Regulations, Par 1308 (Appendix X).

(4) Precious Metals. Refined silver, gold, platinum, palladium, iridium, rhodium osmium, and ruthenium in bar, ingot, granule, liquid, sponge or wire form.

b. Security Requirements

(1) "Q" and "R" coded items shall be stored in GSA-approved security containers 750 pounds or heavier. Smaller GSA-approved security containers are authorized, but shall be securely anchored to the floor or wall.

(2) All security containers shall be secured with build-in combination locks.

(3) The spaces where security containers for coded "Q" and "R" items are located and designated as controlled-access spaces and shall be so safeguarded.

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CHAPTER SIX

BOMB THREATS/BOMB INCIDENTS

1. Due to the length of this subject matter, please refer to NAVDENCENS DIEGO INST 5500.1B.

CHAPTER SEVEN

PROCEDURES IN CASE OF FIRE

1. Discussion. The best protection from fire is prevention and then control. Emergency procedures in case of fire are directed towards evacuation of personnel to a safe location as rapidly as possible and when safety permits, towards controlling the fire.

2. Fire Classification. Most fires can be classified as being primarily one of three general types.

a. Class A. Fire involving ordinary combustible materials such as wood, paper and fabric is called Class A fire. The most efficient method of putting out such a fire is by quenching it with water thereby reducing the temperature of the burning material below its ignition point.

b. Class B. Fire involving flammable liquids and greases (oil, gasoline, paint, etc.) are classified as Class B fires. They are best controlled by a blanketing technique which keeps oxygen from the fire thereby suppressing combustion.

c. Class C. Fires involving electrical equipment are called Class C fires and are usually in combination with the two previous classes of fires. Because of the hazard of electrical short circuits and electrical shock, a nonconducting fire extinguishing agent must be used to put-out class C fires.

3. Action. The following actions shall be taken in case of fire:

a. Rescue persons in immediate danger.

b. Activate the nearest fire alarm box.

c. Report the fire promptly. Telephone the host commands Station Fire Department.

d. Close all doors, secure all lightings and electrical equipment to confine the fire and prevent drafts.

e. Fight the fire with the proper fire extinguisher as safety allows.

f. Check all spaces in which the fire alarm may not have been heard, e.g., heads and treatment rooms without fire alarms.

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g. Evacuate all personnel and patients to a safe area.

4. Evacuation Procedures. Evacuation procedures shall be as discussed in Chapter Eight of this Physical Security and Loss Prevention Plan.

CHAPTER EIGHT

CLINIC EVACUATION PLAN

1. Purpose. To provide procedures for the prompt and orderly evacuation of clinic personnel in the event of fire, disaster or other emergency.

2. Policy. Building evacuation routes shall be developed by each department, section or work center and shall be posted in conspicuous areas. All personnel shall familiarize themselves with these evacuation routes.

3. Evacuation

a. Clinic personnel shall evacuate the building only when directed to do so by competent authority or when it is known that there is immediate danger to life.

b. The direction to evacuate shall be followed in accordance with planned and posted evacuation routes.

(1) Department heads or designated representatives shall muster personnel of their respective departments in a safe area outside the building.

(2) Muster reports shall be submitted to the Security Officer or clinic director. The names of missing personnel and their last known location shall be included in the muster reports for use in any rescue efforts if needed.

(3) Patients shall be assisted and shall be evacuated using the appropriate route.

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CHAPTER NINE
THREAT CONDITIONS

1. Introduction. Information and warnings of terrorist activity against the Naval Dental Center and its outlying branches will normally be received directly in the form of an attack on a naval installation or personnel. This chapter outlines common terrorist threat conditions (THREATCONS) and the appropriate measures to be implemented during each threat condition.

2. Threat Conditions (THREATCONS). The declaration of threat conditions will normally be made by the host command following receipt of intelligence through official sources or following an anonymous threat message. The different threat conditions that may be declared are listed below including the appropriate security measures to be implemented.

a. THREATCON ALPHA. This condition is declared as a general warning of possible terrorist activity, the nature and extent of which are unpredictable, when the circumstances do not justify full implementation of the measures contained in THREATCON BRAVO. However, it may be necessary to implement selected measures from THREATCON BRAVO. The measures in this threat condition must be capable of being maintained indefinitely.

(1) Measure 1. At regular intervals, remind all personnel to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers; be alert for identified vehicles in the vicinity of the clinics; and be alert for abandoned parcels or suitcases or any unusual activity.

(2) Measure 2. Keep on call key personnel who may be needed to implement security plans.

(3) Measure 3. Review building evacuation procedures.

(4) Measure 4. Secure buildings, rooms, and storage areas not in regular use.

b. THREATCON BRAVO. This condition is declared when there is an increased and more predictable threat of terrorist activity even though no particular target has been identified.

(1) Measure 1. Continue all THREATCON ALPHA measures.

(2) Measure 2. Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.

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(3) Measure 3. At the beginning and end of each workday and at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity or packages.

(4) Measure 4. Keep all personnel involved in implementing anti-terrorist contingency plans on call.

(5) Measure 5. Examine all mail for letter or parcel bombs.

c. THREATCON CHARLIE. This condition is declared when an incident occurs or when intelligence is received indicating that some form of terrorist action is imminent.

(1) Measure 1. Continue all THREATCON ALPHA and BRAVO measures.

(2) Measure 2. Limit access point to the clinics to an absolute minimum.

(3) Measure 3. Introduce increased patrolling of the clinics and their vicinities.

d. THREATCON DELTA. This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location is likely.

(1) Measure 1. Continue all THREATCON ALPHA, BRAVO and CHARLIE measures.

(2) Measure 2. Control all access to the clinic and implement positive identification of all personnel.

(3) Measure 3. Make frequent checks of the exterior of buildings and of parking areas.

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CHAPTER TEN

MATERIAL CONTROL

1. General. Due to the geographic layout of the Naval Dental Center and its outlying branches, government materials must often times leave the confines of the command during transfer/delivery procedures. In order to maintain positive control over government materials, the following guidelines and procedures shall be followed.

a. Government property removed from the Naval Dental Center for official reasons, in a government vehicle, does not require a property pass.

b. Government property leaving the command for official reasons, by any other means other than a government vehicle, shall have proper documentation. One or more of the following forms shall be adequate authorization for material movement:

- (1) Requisition and Invoice/Shipping Document, DD Form 1149.
- (2) Order for Supplies or Services, DD Form 1155.
- (3) DoD Release/Receipt Document, DD, Form 1348-1.
- (4) DoD Requisition System Document, DD 1348.
- (5) Survey Request, Report and Expenditure, NAVSANDA Form 154.
- (6) Property Pass, NAVSUP 155.

2. Property Pass. As per reference (c), property passes are available from the Material Management Department and shall be signed by the Branch Director or appropriate authority. The original copy of the property pass shall be kept with the property for identification purposes; a copy shall be kept on file by the issuing department. When property passes are unavailable, a memorandum of authorization shall be completed.

3. Random Searches. As a deterrent to potential property loss, random searches are conducted by the host commands security force periodically.

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CHAPTER ELEVEN

PHYSICAL SECURITY EDUCATION AND TRAINING

1. General. This chapter provides guidance designed to educate, involve and solicit the aid of all command personnel in the Physical Security and Loss Prevention Program. The Naval Dental Center, San Diego Physical Security and Loss Prevention Program cannot be effectively implemented and maintained without the interest and support of all personnel.

2. Objectives

a. To involve individually and collectively all military and civilian personnel in the protection of command assets.

b. To indoctrinate personnel and keep them proficient in the security procedures applicable in the performance of their duties.

c. To ensure that all personnel understand the need for security and that all general security measures in effect are fully complied with.

3. Training Requirements

a. All personnel, military and civilian, shall receive security indoctrination within ninety (90) days of reporting. This shall be made a part of the initial check-in procedure.

b. Classes on Physical Security and Loss Prevention shall be made a part of each clinic in-service training program and shall be given at least annually to all personnel.

c. Naval Dental Center personnel may and are encouraged to participate in the physical security and loss prevention education and training offered by their host command.

d. Records of attendance at security training classes shall be documented in-service training records.

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NDCSD 5532/1 (11-95)

NAVAL DENTAL CENTER
SECURITY CHECK-OFF LIST

COD: _____

POW: _____

DATE: _____

NOTE: SUBMIT TO SECURITY OFFICE AT
END OF WATCH (OPMAN DEPT)

ROUNDS THROUGHOUT THE BUILDING MUST BE MADE EVERY 2 HOURS OR MORE
OFTEN WHEN NEEDED.

ROUNDS SHOULD BE MADE CLOSE TO THE TIMES INDICATED BELOW.

STAGGER ROUNDS - DO NOT MAKE ROUNDS AT SET TIMES ! ! !
(TIMES BELOW ARE JUST A REFERENCE).

WEEKDAYS

1700 - 1900 - 2100 (3 ROUNDS)

WEEKENDS

0730 - 0930 - 1130 - 1330 - 1530 - 1730 - 1930 - 2130
(8 ROUNDS)

I HAVE READ AND UNDERSTAND THE WATCHSTANDERS GUIDE, PASS DOWN
LOG, AND THE RECALL BINDER.

| COD | POW | DDT | DDD |
|----------|--|-----|-----|
| INITIALS | TASK | | |
| _____ | ENSURE ALL OPERATORY LIGHTS AND DOORS ARE SECURED. | | |
| _____ | SECURE #1 EXIT TO MEDICAL NEAR P.D. | | |
| _____ | SECURE #2 FIRE EXIT TO OUTSIDE IN STAIRWELL NEAR P.D. | | |
| _____ | SECURE #2 WINDOWS IN "ACD" CLASSROOM. | | |
| _____ | SECURE #3 EXIT TO COMPOUND. | | |
| _____ | SECURE BOTH DUTY ROOM DOORS EXITING TO COMPOUND. | | |
| _____ | SECURE DOUBLE GATE TO COMPOUND. | | |
| _____ | CHECK ROLLER DOOR TO LOADING DOCK. | | |
| _____ | SECURE EXIT TO COMPOUND ON THE RIGHT OF ROLLER DOOR. | | |
| _____ | SECURE #3 EXIT BETWEEN REPAIR SCHOOL OFFICE AND CLASSROOM. | | |
| _____ | SECURE #5 EXIT TO PATIO BY THE ELEVATOR. DO NOT LOCK OR UNLOCK FROM THE OUTSIDE WITH KEY. USE THE ALLEN WRENCH PROVIDED. | | |
| _____ | CLOSE FIRE DOORS ON FIRST DECK BY THE ELEVATOR. | | |
| _____ | SECURE #6 EXIT FROM STAIRWELL ON FIRST DECK NEAR THE BELL. | | |
| _____ | SECURE #7 FIRST DECK EXIT TO NSDAT NEAR ADMIN. | | |
| _____ | ENSURE SAFE IN ADMIN OFFICE IS CLOSED AND LOCKED. | | |
| _____ | INITIAL SECURITY CHECKLIST FORM ON TOP OF SAFE. | | |
| _____ | SECURE LATCHES ON WINDOW NEAR 2ND DECK ELEVATOR. | | |
| _____ | CHECK STOREROOM DOOR (C2-97). | | |
| _____ | CHECK CSR DOORS (C2-100). | | |

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- _____ SECURE #8 2ND DECK EXIT TO NSDAT.
- _____ SECURE 2ND DECK LIBRARY PATIO DOOR. (LOCATED INSIDE THE LIBRARY)
- _____ CLEAN AND SHINE BELL LOCATED IN THE PASSAGEWAY BETWEEN NSDAT & NDC ENTRANCE (BRASSO IS KEPT IN THE DUTY DRAWER)
- _____ ACTIVATE SECURITY SYSTEM WITH THE EXCEPTION OF FRONT ENTRANCE AT 1800.
- _____ ANNOUNCE THROUGH INTERCOM SYSTEM "THE BUILDING IS NOW SECURE, ALL PERSONNEL DEPARTING MUST LOG OUT AT THE APPOINTMENT DESK AND DEPART USING THE FRONT DOOR". (ANNOUNCE TWICE).
- _____ SECURE FRONT ENTRANCE AT 2200 HRS.
- _____ SECURE AIR COMPRESSORS
- _____ TAPS. ACTIVATE FRONT DOOR ALARM, TRANSFER ALL (3) PHONE LINES TO THE DUTY ROOM.

NEXT MORNING TASKS

- _____ REVEILLE, TRANSFER ALL (3) TELEPHONE LINES BACK TO THE FRONT DESK.
- _____ ENSURE THAT ALL DIRTY INSTRUMENTS USED DURING DUTY ARE CLEANED, WRAPPED AND STERILIZED. MAKE SURE HIS/HER NAME IS PRINTED ON THE PACKS.
- _____ ENSURE RACKS ARE STRIPPED DOWN FOR ONCOMING DUTY SECTION. (EACH IS RESPONSIBLE FOR HIS/HER RACK ONLY).
- _____ OPEN - THE ACD CLASSROOM (FIRST DECK - FORMERLY THE P.D. ROOM WHICH IS ADJACENT TO THE X-RAY ROOM)
- _____ OPEN THE 2ND DECK LIBRARY PATIO DOOR.
- _____ OPEN THE CLINIC FOR DAILY ROUTINE.
- _____ BRIDGE TICKETS PROPERLY ACCOUNTED FOR AND RETURNED TO ADMIN INSIDE BRIEF CASE AFTER DUTY.
- _____ RETURN ALL DUTY VEHICLES TO COMPOUND.
- _____ COMPLETE THE SMOOTH LOG BY 0645 AND HAVE IT SIGNED BY THE OOD BEFORE 0700. SUBMIT TO SECURITY ALONG WITH DUTY KEYS, VEHICLE CLIP BOARD AND SECURITY CHECKLIST.

SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

LIST ROOMS LEFT UNSECURED BY NAVSTA BELOW:

LIST PERSONNEL WORKING OVERTIME OR WHO ARE STILL ABOARD WHEN MAKING ROUNDS. ENSURE THAT THEY ARE PROPERLY LOGGED OUT IN THE VISITORS LOG.

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INTRUSION DETECTION SYSTEM MONTHLY INSPECTION AND TESTING

DATE: _____

INSPECTOR: _____

PLEASE SUBMIT COMPLETED FORM TO HEAD, OPMAN THE FOLLOWING DAY

| <u>INITIAL</u> | <u>DOOR</u> | <u>LOCATION</u> | <u>NOTED DISCREPANCIES</u> |
|----------------|-------------|---|----------------------------|
| _____ | A | Lower Appt Desk | _____ |
| _____ | B | Exit Door to Medical | _____ |
| _____ | C | Fire Exit (Door 2) in the stairwell across from room C1-49 | _____ |
| _____ | D | Exit door 3 located next to Main x-ray room | _____ |
| _____ | E | Fire exit in the Enlisted Duty Room | _____ |
| _____ | F | Fire exit in the dental officer's duty room | _____ |
| _____ | G | Loading dock exit | _____ |
| _____ | H | Do not test | _____ |
| _____ | I | Repair shop rear exit located on the outside perimeter of bldg 3231 adjacent to the rear parking lot | _____ |
| _____ | J | Exit (Door 4) nearest to the dental repair class room | _____ |
| _____ | K | Exit (Door 5) between the first deck elevator and the men's locker room | _____ |
| _____ | L | Both exit doors (#6 stairwell exit and #7 double door exit) located adjacent to the command suite | _____ |

29 MAR 1996

NDCSD 5500/1 (Rev 9-95)

**NDC MISSING, LOST, STOLEN, RECOVERED (MLSR)
PRELIMINARY INQUIRY REPORT**

Date: _____

Full Nomenclature _____

Manufacturer's Name _____

Model _____ Serial# _____

Plant Acct# _____ Minor Property# _____

Date of Purchase _____ Purchase Amt. _____

Replacement Amount _____

Date of Last Inventory _____

Date of Incident _____

ID of Liable Personnel _____

Detailed Circumstances of Loss _____

Concerns w/Security Deficiencies _____

Recommendations/Corrective Action Taken _____

Point of Contact -

Rank/Name_____
Phone No._____
Signature

Please Submit Completed Form to Security Officer

NAVDENCNSDIEGOINST 5530.1E

KEY INVENTORY CUSTODIAL ACCOUNTABILITY LOG FOR 1999

LOCATION

[illegible]

[illegible]